

# AGENDA

Henika District Library  
Board of Trustees Meeting  
March 8th, 2022 at 6:30 pm

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda**

## **III. Community Opportunity to Address the Board**

## **IV. Board Development with Carol Dawe**

## **V. Approval of Meeting Minutes**

- A. February 2022 Regular Meeting Minutes

## **VI. Financial Reports**

- A. February 2022

- Approval of Paid Bills
  - ~~Credit Card Detail Report~~
  - YTD Budget vs Actual
  - United Bank Accounts Overview
- 

## **VII. Director's Report**

- A. Monthly Statistics
- B. Youth Report
- C. Adult Report
- D. Circulation Report

## **VIII. Old Business**

- A. Yankee Springs Update / Finalize Amendment

## **IX. New Business**

- A. Planning Committee Report
- B. Board Bylaws

## **X. Around the table**

## **XI. Adjournment**

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
February 8, 2022 at 6:30 pm

**Members Present:** Meghan Augustin, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons

**Members Absent:** Suzy Byville, Sara Lefevre

**Staff Present:** Cierra Bakovka – Director

**Guests:** Carol Dawe

- I. Call to Order: Meeting called to order at 6:36 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Board Development with Carol Dawe
  - a. Transparency is the most important thing for a board. Dawe recommended being more transparent than Michigan law requires.

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Individual committees should bring recommendations to the board for decision making. If no decisions are being made, committee meetings do not fall under the Open Meetings Act; however, Dawe recommends complete transparency by posting agendas and keeping minutes for all committee meetings. Any recommendations being brought to the board should be captured in the minutes.
  - b. Dawe suggested that the second thing to think about after transparency is how the actions or decisions being made meet the strategic plan. Being on a committee does not require that the members be an expert; Dawe recommended reaching out to the director as a resource.
  - c. Dawe plans to attend the March board meeting to assist the board in creating a set of bylaws. The only way a board member can resign is in writing to the board; the governor is the only one who can relieve a board member. Michigan does not have any maximum term limits for being on the board, but there should be maximum term limits for officers specified in the bylaws.
- V. Approval of January 2022 Regular Meeting Minutes motioned by Simmons and seconded by Marsh. All yes, motion passed.
- VI. Financial Reports for January 2022

- a. Down payments have been paid for flooring and masonry work. Masonry work on the porch will take 4-6 weeks and is planned to be completed before the end of summer. Bakovka has about \$50,000 reserved in case of overruns on the renovation projects. About \$1000 was spent on ordering new library cards, which have a minimum order quantity of 3000 at a time. We have received a lot of our City and Township income already. New computers with larger screens have been installed; patrons have been happy because they are much faster than the old computers and do not crash.
- b. Credit Card Detail Report was reviewed.
- c. YTD Budget vs. Actuals was reviewed.
- d. United Bank accounts were reviewed.
- e. Approval of paid bills motioned by Augustin and seconded by Fryling. All yes, motion passed.

## VII. Director's Report

- a. Monthly Statistics were reviewed. 3542 people frequented the library in January, with an average 146 people per day. The busiest day of the week in January was Mondays instead of the usual Thursdays, which might be attributed to the first Thursday of January being a snow day. 231 people participated in programs in January, which is an increase of almost 100 people from this time last year.
- b. ~~The Youth Services report was reviewed. Becky held 3 story times in~~ January, with 26 total attendees. After school art remains popular, with 26 attendees over 3 weeks. Winter reading bingo, take and makes, Pokemon night, and Lego night were popular activities as well. Board game night only had 1 participant. With the lack of interest in this program so far, Becky probably will not continue for the time being, but might try again when the weather is better.
- c. The Adult Services report was reviewed. Take and makes continue to be popular. Bath bombs had 11 participants and 18 people came for distress night. Resume night was one of the first virtual offerings and did well. Mocktails and murder has had a slow start, but Faith is hoping it will continue to grow. There have been 25 adult winter reading bingo participants signed up. Faith is working on Tech Tuesday and has another virtual program planned called Decoding the Mysteries of Cats.
- d. The Circulation report was reviewed. Overall circulation has increased from 2021. The special collection continues to be popular, and nine new items including power tools have been added. The purpose of the library is to meet the needs of the community, and being able to offer more than just books is what keeps us relevant. The board commends Bethany on the new format of the circulation statistics report.
- e. Musgrave asked about laptops for use in the building. Bakovka noted that the new computers cost less than expected, so there may be room in the

budget to replace the old laptops that are on their last leg. Bakovka noted that the Chromebooks in the special collection can be checked out for use in-library when they are available, and she will also look into getting new laptops for in-library use.

- f. Bakovka shared that our e-book selection will be expanding with ARPA funding from the state.

#### VIII. Old Business

- a. Renovation Update: Renovations are scheduled to begin on February 21, starting with paint upstairs and then flooring will begin upstairs as painting begins downstairs. The storage pod is being delivered February 16 and will be in the parking lot. February 18-19 will be “all hands on deck” packing everything away; volunteers age 15+ are welcome. Musgrave recommended putting out a call for volunteers in the high school’s school announcements, The News. During the closure existing holds will be able to be picked up by calling the library, but additional materials cannot be pulled because materials will be packed up. Staff will be answering phones, checking in books, and putting things away as renovations are completed. Musgrave recommended having the staff verbally remind patrons of the closing in the coming week.
- b. Yankee Springs Update: Our lawyer is in the final stages of our draft and we are on track to get everything submitted to the City and Township boards as planned. The City board meets twice a month and Township board meets first week of the month. Bakovka will have more information about which meeting dates the amended agreement will be on the agenda for once it is finished, and she will send out the meeting dates once they are set. There was some discussion of whether timing of the vote at Yankee Springs Township will coincide with the ballot measure for Wayland Union. Yankee Springs has volunteered their town hall for informational meetings.

#### IX. New Business – no new business.

#### X. Around the Table

- a. Fryling commented on the reports with the circulation numbers of the month and asked if we have goals for each month. Bakovka responded that that will be part of our strategic plan, which the planning committee will be working on.
- b. Simmons was bummed about having to miss the last Mocktails and Murders and looks forward to joining the next one.
- c. Marsh was pleased to read the comments that Faith gave at the end of her report about developing her programming skills and expanding beyond

crafts. He appreciates this expression of growth and desirability to expand beyond her current comfort level.

- d. Musgrave shared that the staff has been so helpful and patient with her as she learned new technology skills. Good job on renovation stuff.
- e. Bakovka is very excited for the renovation, after lots of work and planning. Bakovka has finished the certification courses to obtain Level 3 Library of Michigan staff certification, and should be finishing her Masters degree this summer, which will qualify her at a Level 2.
- f. Augustin thanked Bakovka for all she's doing. We're all excited.
- g. Kuhn asked about the potential buy-back program for books. Bakovka shared that they are looking into a program called Sustainable Shelves through Baker and Taylor, in which they will buy back titles they plan to resell and recycle the rest for free. Bakovka is also hoping to do a big Main Street Celebration book sale. Kuhn is excited for the renovations to start and glad to have Carol helping us with bylaws.

XI. Adjournment of the meeting motioned by Augustin and seconded by Fryling. Meeting adjourned at 8:06 pm.

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February 2022 Statement

Open Date: 01/14/2022 Closing Date: 02/11/2022

Account: [REDACTED]



Visa® Business Cash Card  
HENIKADISTRICTLIBRARY [REDACTED]

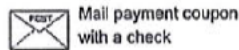
Cardmember Service 1-866-552-8855  
BUS 30 ELN 8 9

New Balance	\$757.56
Minimum Payment Due	\$10.00
Payment Due Date	03/10/2022

<b>Activity Summary</b>		
Previous Balance	+	\$1,131.77
Payments	-	\$1,134.83CR
Other Credits	-	\$96.26CR
Purchases	+	\$856.88
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$757.56</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$10,500.00
Available Credit		\$9,742.44
Days in Billing Period		29

<b>Reward Points</b>	
Earned This Statement	764
Reward Center Balance as of 02/10/2022	61,303
For details, see your rewards summary.	

Payment Options:



Mail payment coupon  
with a check



Pay online at  
myaccountaccess.com



Pay by phone  
1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 001910551



[REDACTED]

24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

[REDACTED]

HENIKADISTRICTLIBRARY  
ACCOUNTS PAYABLE  
149 S MAIN ST  
WAYLAND MI 49348-1208

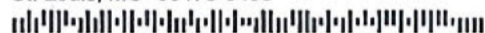


Account Number	[REDACTED]
Payment Due Date	3/10/2022
New Balance	\$757.56
Minimum Payment Due	\$10.00

Amount Enclosed \$ \_\_\_\_\_

Cardmember Service

P.O. Box 790408  
St. Louis, MO 63179-0408



#### What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at:  
Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
  - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
  - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
  - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
  - ▶ We can apply any unpaid amount against your credit limit.

#### Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

#### Important Information Regarding Your Account

**1. INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate:** We calculate the periodic rate or interest portion of the INTEREST CHARGE by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the ADB separately for the Purchases, Advances and Balance Transfer categories. To get the ADB in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the ADB of your Account that accrues interest and will reduce the amount of credit available to you. To the extent credit insurance charges, overlimit fees, Annual Fees, and/or Travel Membership Fees may be applied to your Account, such charges and/or fees are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance charges, overlimit fees, Annual Fees and/or Travel Membership Fees (as applicable) are charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the ADB calculation.

**2. Payment Information: You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States.** We will also accept payment in U.S. Dollars via the Internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional INTEREST CHARGES, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.

**3. Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



February 2022 Statement 01/14/2022 - 02/11/2022

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HENIKADISTRICTLIBRARY [REDACTED]

Cardmember Service

1-866-552-8855



**Business Cash**

**Rewards Center Activity as of 02/10/2022**

Rewards Center Activity*	0
Rewards Center Balance	61,303

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on All Purchases	761	1,892
2 Extra Points - Telecom & Office Supply	0	412
1 Extra Point - Restaurants & Gas	3	3
<b>Total Earned</b>	<b>764</b>	<b>2,307</b>

**Important Messages**

**Paying Interest:** You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

**PAY TAXES WITH YOUR CARD.** It's a fast, easy and secure way to pay your federal and state taxes. **FAST** - Pay instantly online. **EASY** - Your payment is processed right away and confirmed with an electronic receipt. **SECURE** - No worries about your payment getting lost or stolen in the mail. **REWARDING** - You will earn points for every net dollar you pay on your taxes with your card. Learn more at [officialpayments.com](http://officialpayments.com).

**Transactions** [REDACTED] CIERRA J Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
01/19	01/18	3223	REPLACEMENTLAPTOPKEYS. 18006160976 CA MERCHANDISE/SERVICE RETURN	\$9.78CR	Supply
<b>Purchases and Other Debits</b>					
01/18	01/17	7358	CHECKKEEPER.COM CHECKKEEPER.CO SC	\$14.99	Supply
01/18	01/14	2270	DOLLARTREE ALLENDALE MI	\$3.98	Supply
01/20	01/19	6962	REPLACEMENTLAPTOPKEYS. 180-061-6097 CA	\$10.78	Supply
01/25	01/24	2150	CANVA* I03310-30314596 HTTPSCANVA.CO DE	\$37.50	Supply
01/31	01/28	2896	MEIJER # 026 877-363-4537 MI	\$30.16	Supply
02/01	01/31	3247	DOLLAR TREE JENISON MI	\$9.28	Supply
02/01	01/31	6133	WIX.COM 978444421 WWW.WIX.COM CA	\$14.95	Ad
02/02	02/01	2555	BEST BUY 00004648 GRANDVILLE MI	\$179.94	Equip.
<b>Total for Account</b> [REDACTED]				<b>\$291.80</b>	





February 2022 Statement 01/14/2022 - 02/11/2022  
 HENIKADISTRICTLIBRARY [REDACTED]

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Transactions [REDACTED] FAITH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
01/18	01/17	3110	DOLLAR-GENERAL #9954 WAYLAND MI	\$1.06	Supply
01/20	01/19	4769	DOLLAR-GENERAL #9954 WAYLAND MI	\$12.50	prog
01/24	01/21	7699	WAYLAND DO IT BEST HAR WAYLAND MI	\$3.17	prog
01/24	01/20	8485	WAYLAND DO IT BEST HAR WAYLAND MI	\$8.02	prog
01/24	01/20	8550	WAYLAND DO IT BEST HAR WAYLAND MI	\$26.99	prog
01/25	01/23	8585	HARDING'S MARKET #3 WAYLAND MI	\$4.09	prog
01/25	01/23	5545	ALDI 67043 PLAINWELL MI	\$4.49	prog
01/25	01/23	5741	MEIJER # 191 877-363-4537 MI	\$19.62	prog
01/27	01/25	0073	BURGER KING #8023 WAYLAND MI	\$3.06	faith ed
01/27	01/26	4317	USPS PO 2597840348 WAYLAND MI	\$58.00	postage
01/27	01/26	9077	DOLLAR-GENERAL #9954 WAYLAND MI	\$4.10	prog
01/28	01/26	1981	HARDING'S MARKET #3 WAYLAND MI	\$4.49	prog.
02/08	02/07	0281	DOLLAR-GENERAL #9954 WAYLAND MI	\$14.00	prog.
02/11	02/11	9423	THRIFT BOOKS GLOBAL, L 253-275-2241 WA	\$5.81	material
<b>Total for Account</b> [REDACTED]				<b>\$169.40</b>	

Transactions [REDACTED] REBEKAH Credit Limit \$2000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
02/04	02/03	6406	NATIONAL SCHOOL P HTTPSNATIONAL TN MERCHANDISE/SERVICE RETURN	\$31.49CR	materials
02/08	02/07	0208	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA MERCHANDISE/SERVICE RETURN	\$54.99CR	mat
<b>Purchases and Other Debits</b>					
01/14	01/12	1455	HARDING'S MARKET #3 WAYLAND MI	\$38.62	11.98 sup 26.64 prog
01/18	01/17	3292	DOLLAR-GENERAL #9954 WAYLAND MI	\$15.79	prog
01/18	01/17	9792	AMAZON.COM*FI2UB6EV3 A AMZN.COM/BILL WA	\$17.96	mat
01/21	01/20	0116	USA*PBS Pub Brd Svc 800-5314727 OH	\$29.97	materials
01/27	01/26	6501	FIVEBELOW.COM 18444523 866-935-8852 PA	\$91.23	prog
01/28	01/27	0431	AMAZON.COM*Q25YV67P3 A AMZN.COM/BILL WA	\$109.98	mat
01/31	01/28	8408	WAYLAND DO IT BEST HAR WAYLAND MI	\$40.27	building materials
02/02	02/01	8842	NATIONAL SCHOOL P HTTPSNATIONAL TN	\$31.49	prog
02/03	02/01	2804	HOBBY LOBBY #309 KALAMAZOO MI	\$10.59	prog
<b>Total for Account</b> [REDACTED]				<b>\$299.42</b>	



February 2022 Statement 01/14/2022 - 02/11/2022

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HENIKADISTRICTLIBRARY [REDACTED]

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**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
01/25	01/25	ET	PAYMENT THANK YOU	\$3.06CR	<i>Faiter</i>
02/03	02/01	0082	PAYMENT THANK YOU	\$1,131.77CR	
Total for Account [REDACTED]				\$1,134.83CR	

2022 Totals Year-to-Date	
Total Fees Charged In 2022	\$0.00
Total Interest Charged In 2022	\$0.00

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	19.99%	
**PURCHASES	\$757.56	\$0.00	YES	\$0.00	19.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	23.99%	

**Contact Us**

Phone

Voice: 1-866-552-8855  
 TDD: 1-888-352-6455  
 Fax: 1-866-807-9053

Questions

Cardmember Service  
 P.O. Box 6353  
 Fargo, ND 58125-6353



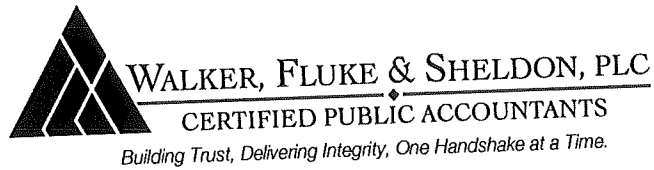
Mail payment coupon with a check

Cardmember Service  
 P.O. Box 790408  
 St. Louis, MO 63179-0408



Online

myaccountaccess.com



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## ACCOUNTANTS' COMPILATION REPORT

To The Board  
Henika District Library  
Wayland, MI

The Board is responsible for the accompanying financial statements of Henika District Library, a nonprofit organization, which comprise the Statement of Financial Position as of February 28, 2022, and the related Statements of Activities for the one month and two months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the Board. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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The Board has elected to omit substantially all the disclosures ordinarily required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Henika District Library.

**Walker, Fluke & Sheldon, PLC**  
Hastings, Michigan  
March 4, 2022

**Henika District Library**  
**Statement of Financial Position**  
**As of February 28, 2022**

**ASSETS**

**Current Assets:**

Cash-Checking	\$ 179,998.59
Cash-Savings	459,664.48
Prepaid Payroll	7,083.20
Certificate of Deposit - 740	51,919.67
Certificate of Deposit - 090	5,349.51
Certificate of Deposit - 104	5,349.51
Certificate of Deposit - 112	5,349.51
Certificate of Deposit - 120	5,349.51
Certificate of Deposit - 139	5,349.51
Certificate of Deposit - 344	1,012.78
Building Fund 171	3,070.34
Savings - Building Fund	101,699.11
Certificate of Deposit - 943	11,260.65
Property Taxes Receivable	331,103.06
Prepays	1,868.39
Due from Other Units of Government	<u>2,072.78</u>

**Total Current Assets** **\$ 1,177,500.60**

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**Total Assets** **\$ 1,177,500.60**

See Accountants' Compilation Report

Henika District Library  
Statement of Financial Position  
As of February 28, 2022

**LIABILITIES AND NET ASSETS**

**Current Liabilities:**

Due to the Federal Government	\$ (205.95)
Accrued Payroll	4,110.00
Deferred Property Taxes	<u>331,103.06</u>

**Total Current Liabilities** \$ 335,007.11

**Net Assets:**

Fund Balance-Unrestricted	<u>760,924.54</u>
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**Total Net Assets-Beginning** 760,924.54

Change in Net Assets 81,568.95

**Total Net Assets** 842,493.49

**Total Liabilities and Net Assets** \$ 1,177,500.60

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 2 Months Ended February 28, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Feb. 28, 2022</u>	<u>2 Months Ended Feb. 28, 2022</u>	<u>Year-To-Date Variance</u>
<b>Revenues:</b>				
Township Revenue	\$ 190,000.00	\$ 20,157.63	\$ 108,760.27	\$ (81,239.73)
City Revenue	170,000.00	0.00	73,439.25	(96,560.75)
State Aid	10,000.00	0.00	0.00	(10,000.00)
Penal Fines	30,000.00	2,222.48	3,948.95	(26,051.05)
Copier & Fax Income	1,900.00	259.77	624.43	(1,275.57)
Fines	0.00	17.70	96.28	96.28
Interest Income	600.00	76.37	154.88	(445.12)
Memorial Donations	0.00	3,393.51	5,546.20	5,546.20
Book Sales	0.00	6.37	21.93	21.93
Federal E-Rate	1,500.00	219.80	419.30	(1,080.70)
Miscellaneous Income	0.00	5.00	5.00	5.00
<b>Total Revenues</b>	<u>404,000.00</u>	<u>26,358.63</u>	<u>193,016.49</u>	<u>(210,983.51)</u>
<b>Employee Expenses:</b>				
Wages	178,000.00	13,138.30	26,490.67	151,509.33
Employee Benefits	26,000.00	1,877.39	1,935.08	24,064.92
FICA Expense	15,000.00	1,005.06	2,026.52	12,973.48
State Unemployment Tax	0.00	7.89	34.32	(34.32)
<b>Total Employee Expenses</b>	<u>219,000.00</u>	<u>16,028.64</u>	<u>30,486.59</u>	<u>188,513.41</u>
<b>Operating Expenses:</b>				
Employee Training	5,300.00	0.00	0.00	5,300.00
Bank Charges	50.00	0.00	0.00	50.00
Insurance & Bonds	3,900.00	0.00	0.00	3,900.00
Programming	12,000.00	392.21	1,532.09	10,467.91
Office Supplies	7,000.00	959.53	3,347.48	3,652.52
Furnishings	4,000.00	476.29	787.31	3,212.69
Equipment	13,000.00	979.93	7,379.77	5,620.23
Materials-Youth	30,000.00	0.00	4,029.25	25,970.75
Materials-Adults	0.00	1,946.26	5,607.05	(5,607.05)
Accounting	11,000.00	438.77	1,439.37	9,560.63
Contractual Services	26,000.00	1,577.75	7,318.31	18,681.69
Communications	2,000.00	0.00	276.38	1,723.62
Technology Support	3,000.00	0.00	805.00	2,195.00
Advertising	2,850.00	14.95	24.94	2,825.06
Postage	200.00	58.00	58.00	142.00

See Accountants' Compilation Report

**Henika District Library**  
**Statements of Activities**  
For the 1 Month and 2 Months Ended February 28, 2022

	<u>Total Year Budget</u>	<u>1 Month Ended Feb. 28, 2022</u>	<u>2 Months Ended Feb. 28, 2022</u>	<u>Year-To-Date Variance</u>
Utilities	6,000.00	978.93	1,524.20	4,475.80
Maintenance-Building/Grounds	16,700.00	1,682.63	3,842.91	12,857.09
Maintenance-Equipment	2,000.00	0.00	357.50	1,642.50
Miscellaneous	0.00	120.39	120.39	(120.39)
Capital Outlay	<u>150,000.00</u>	<u>12,546.00</u>	<u>42,511.00</u>	<u>107,489.00</u>
<b>Total Operating Expenses</b>	<u>295,000.00</u>	<u>22,171.64</u>	<u>80,960.95</u>	<u>214,039.05</u>
<b>Total Expenses</b>	<u>514,000.00</u>	<u>38,200.28</u>	<u>111,447.54</u>	<u>402,552.46</u>
<b>Change in Net Assets</b>	<u>\$ 0.00</u>	<u>\$ (11,841.65)</u>	<u>\$ 81,568.95</u>	<u>\$ 81,568.95</u>

See Accountants' Compilation Report



## Home

### Alerts

You have no alerts.

### Accounts

<b>PUBLIC FUND CASH MANAGEMENT CHECKING</b> XXXX7152	Current balance <b>\$180,348.28</b>
<b>BUSINESS HIGH YIELD SAVINGS</b> XXX013	Current balance <b>\$459,664.48</b>
<b>BUILDING FUND</b> XXX212	Current balance <b>\$101,718.54</b>
<b>CONTINGENCY FUND</b> XXX740	Current balance <b>\$51,954.89</b>
<b>BUILDING FUND</b> XXX090	Current balance <b>\$5,351.77</b>
<b>BUILDING FUND</b> XXX104	Current balance <b>\$5,351.77</b>
<b>BUILDING FUND</b> XXX112	Current balance <b>\$5,351.77</b>
<b>BUILDING FUND</b> XXX120	Current balance <b>\$5,351.77</b>
<b>BUILDING FUND</b> XXX139	Current balance <b>\$5,351.77</b>
<b>BUILDING FUND</b> XXX171	Current balance <b>\$3,071.38</b>
<b>BUILDING FUND</b> XXX344	Current balance <b>\$1,014.24</b>
<b>LAVERNE JOHNSON BOOK FUND</b> XXX943	Current balance <b>\$11,265.43</b>



WEEKDAY TRAFFIC STATS 22

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2/1		184	CLOSED	94	137	67
2/7/2022	156	181	197	165	141	54
2/14	160	184	275	318	CLOSED	CLOSED
2/21	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
2/28	CLOSED					
<b>AVERAGE</b>	158	183	236	192	139	61
	<b>Monthly Total</b>	2313		<b>Daily Average</b>	161	



**February 2022**  
**Youth Services Report**  
**Becky Butler, Youth Services Librarian**

What a month! Even as we dealt with more snow days, power outages, and renovations, programs were up and running.

**Storytime** (ages 0-5): 19 people over 2 storytimes.

**Family Fun** (all ages): 8 attendees made Valentine's Day cards. I had 30 people signed up, but 4 families canceled right before due to illness.

**After-School Art** (ages 8-18ish): 41 attendees over 2 weeks. We did perler beads and scribble drawing.

**Take-and-Makes:** Homemade Playdough (14 taken) and Lettering (2 taken).

**Henika Pokemon Trainers:** 11 attendees for our second monthly event. We traded cards, made Pikachu bookmarks, and did a little battling. Having a craft made the event feel more structured, so I will continue having some sort of activity or craft at the program.

---

**LEGO Club:** Not held in February due to renovations.

**STEM Club:** 5 attendees learned about Animal Adaptations. We watched a short video on peppered moths, played a game where each kid had their own adaptation to accomplish tasks, and created our own animals with random craft supplies. This event had to be rescheduled due to a snow day, so I hope to have more attendees next month!

**Other activities:** Renovations! This was a HUGE amount of work, and I'm so proud of the team and Cierra for getting things done. Thank you to all board members who volunteered time and muscles!

**Looking forward:**

Storytimes and After-School Art will continue on a weekly basis. I will be taking March 7th-13th off, so no events will be held during that time. Family Fun will be held March 19th at 11:30 (we're having a Photo Scavenger Hunt around downtown Wayland!). The Take-and-Make will be Shamrock Rings. The Teen Take-and-Make will be a Pompom Cactus.

STEM Club (ages 6-13) will be March 3rd at 4:00 pm. We're going to be learning about physics in playgrounds. On March 8th, Faith will be leading teens and adults in making Pet

Tents. This is our first adult event we've explicitly opened to teens, so I'm eager to see if we have more response. On March 15th at 4 pm, I'm hosting another Pokemon night (ages 8-18). Black Out Poetry (13-18) will be held March 21st at 6 pm. Lego Club (6-18, but families with younger folks welcome) will meet March 22nd at 4 pm.

I will be attending a literacy night March 30th at Pine Street. If you're there, pop in and say hi! I'll have a pirate-y activity to promote summer reading and info on the library.

---

### Programs & Attendance

#### **Date Night Bundles (Take-&-Make): 24**

Patrons really enjoyed their date night bundles and a few made it a point to tell me how much fun they'd had with it at home! There were a few miscommunications with patrons that made them believe they could keep the movies they were taking home (didn't realize they had to check them out), so if I did this type of program again I'd make sure to word the description more clearly.

#### **Lovebird Bookmarks (Take-&-Make): 20**

This take-&-make was the simplest one I have put together so far. In the kit I only included instructions and the felt pieces, but no glue as we would have previously included. I have received no negative feedback about it and I will continue to keep items such as glue that would require extra packaging out of the take-&-makes unless requested by patrons without access to those materials. This will cut back on my packaging and materials costs in the future.

#### **Candle Making (In-Person): 12**

Candle making went very well! I have never done candle making before, so I am happy to report there were no major issues with it. The wax took longer to melt than expected, but there was a good atmosphere between patrons and conversations proceeded in the meantime. I also used my "buffet" method of assembly again which seems to work the best and get larger groups done with their project quickly and I will continue to use this format in the future.

#### **DIY Hand Warmers w/Seniors at Sawmill Estates (In-Person): 5**

Numbers at Sawmill Estates are slowly creeping back up after their COVID scare a few months ago. We now seem to have a core group of attendees. They like to be able to do things that allow them to gab while they do them and so I am looking into more activities that aren't craft related in the future. I think a mocktail program would go well or a board game night!

**Total Program Attendees/Registrants: 61**

### Looking Forward

I have some presenters scheduled in the upcoming months that I am very excited for! In addition to "Decoding the Mysteries of Cats" with Stephen Quandt this month, we are also hosting the ladies from Grounded Goodwife for their presentation "Stoned!" in April. "Stoned!"

is a presentation on crystals and how to use them for green witch “magic” and healing. Crystals are a very popular topic right now and our crystal books newly added last summer are frequently checked out, so I am very optimistic about this virtual presentation! We will also have a presenter on micro greens and another on medicinal herb foraging in May that are both planning to be in-person!

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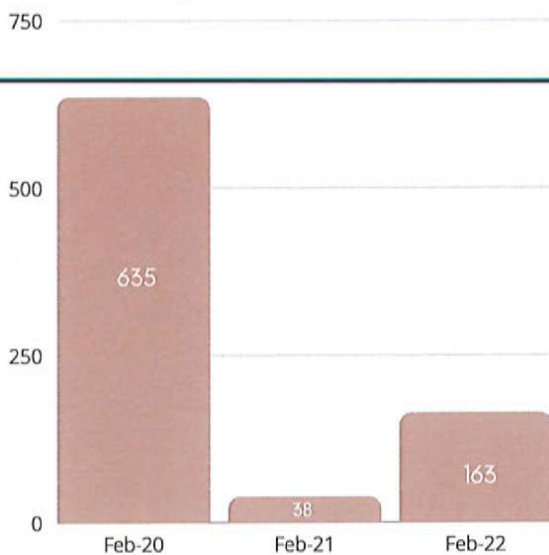
# February 2022

February 2022 showed a slight dip in circulation numbers compared to February 2021, but this is to be expected due to our closure for renovations. However, our year-to-date numbers are marginally higher than 2021! This shows that even with the closure our numbers are improving on last year, and I expect to see this trend continue into March.

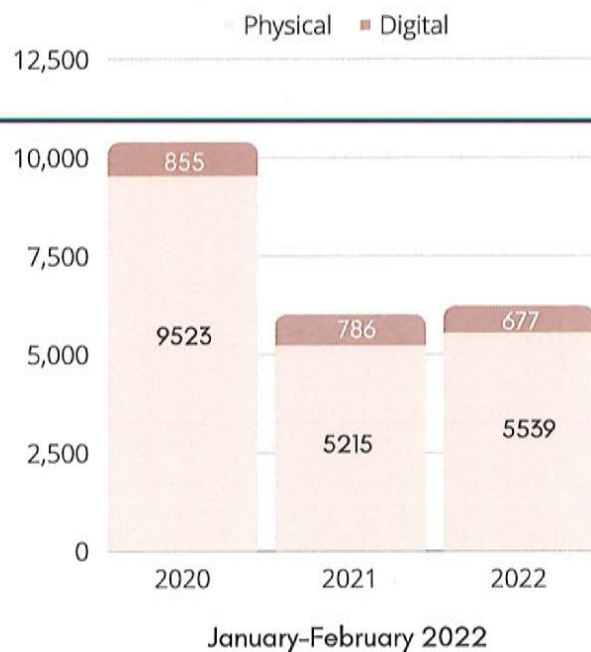
Use of our special collection remains high - as I write this we have only been open for 2 hours and have already had multiple patrons ask about hotspot availability!

*Bethany Sanford - Circulation Clerk*

## Computer Sessions



## Circulation YTD:

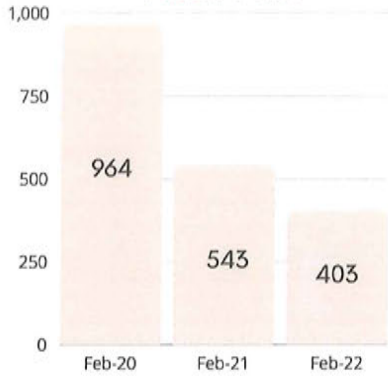


Henika has 2967 total patron accounts. 300 of these accounts are active (not expired). Most expiration dates are set for 3 years upon renewal.

8 Patron accounts added in February  
20 Patron accounts added YTD

- 5 Wayland City
- 3 Wayland Township
- 0 Non-Resident

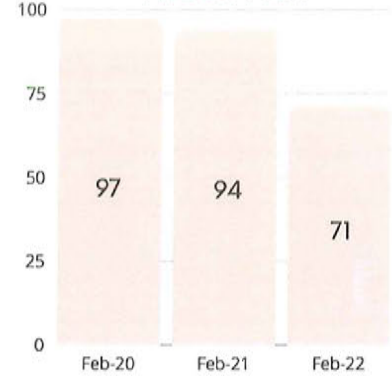
### Adult Print



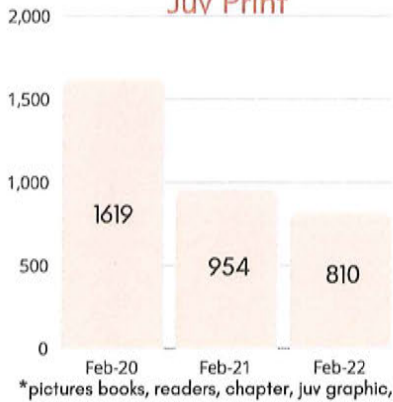
### Teen Print



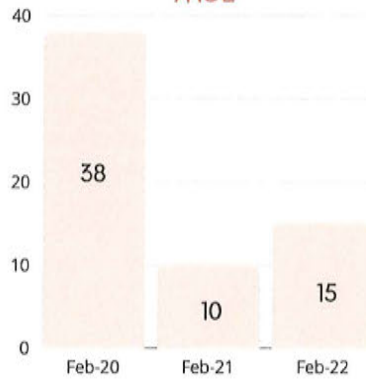
### Tween Print



### Juv Print



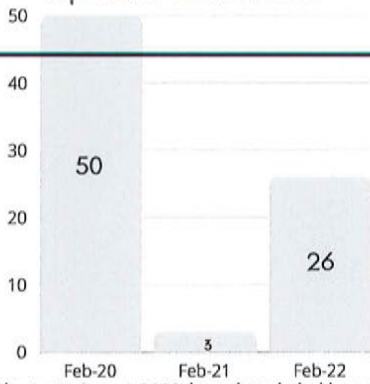
### MeL



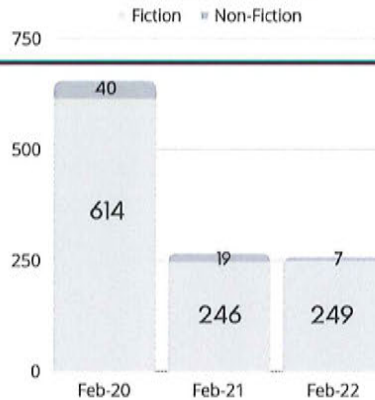
### Games



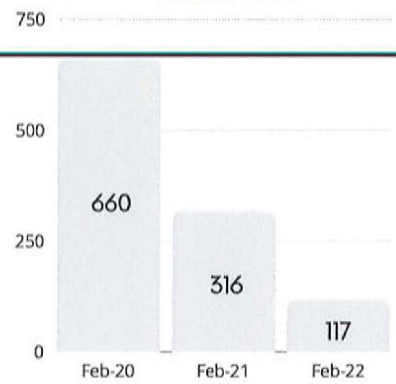
### Special Collection



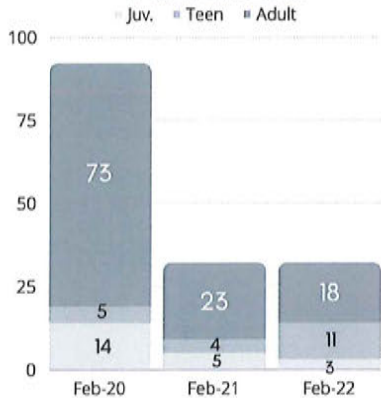
### General DVD



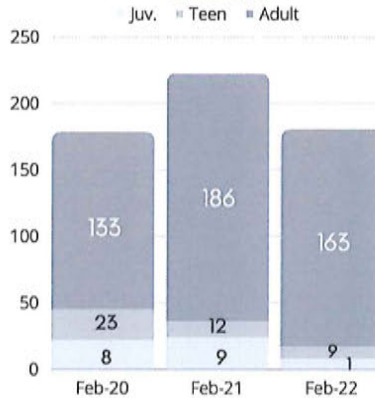
### Youth DVD



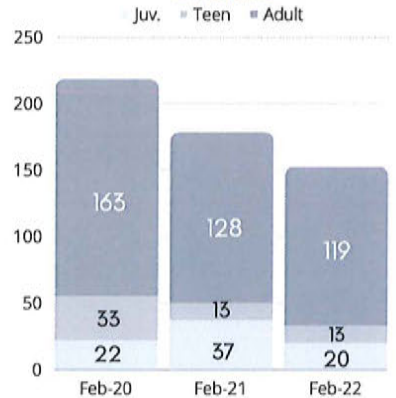
### Audiobooks



### eBooks



### eAudio





**EXHIBIT A**

**HENIKA DISTRICT LIBRARY**

**AMENDMENT TO THE HENIKA  
DISTRICT LIBRARY AGREEMENT**

This Amendment to the Henika District Library Agreement, originally dated April 28, 1998, ("District Library Agreement") is entered into on the \_\_\_\_ day of \_\_\_\_\_, 2022, ("Amendment") by and between the Henika District Library ("District Library"), Yankee Springs Township (Barry County), the City of Wayland (Allegan County), and Wayland Township, (Allegan County), Michigan.

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 et seq ("DLEA"), the City of Wayland and Wayland Township located in Allegan County, Michigan, originally established the Henika District Library ("District Library") by agreement April 28, 1998 ("District Library Agreement");

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WHEREAS, the District Library currently consists of the jurisdictional boundaries of the City of Wayland and all territory in Wayland Township except that portion of Wayland Township located within the Thornapple-Kellogg School District;

WHEREAS, Yankee Springs Township desires to become a participating municipality in the Henika Library District ("Library District") and add all territory in the jurisdictional limits of Yankee Springs Township that is located within the Wayland Union School District;

WHEREAS, the Henika District Library Board desires to amend the District Library Agreement, in the time specified in Yankee Springs Township's resolution in order to add Yankee Springs Township as a participating municipality, to add the territory of Yankee Springs Township that is located within the Wayland Union School District to the District Library

District and to provide for the amendments as required by Section 25 of the District Library Establishment Act, MCL 397.195 and the District Library Agreement;

WHEREAS, Section 25 of the District Library Establishment Act ("DLEA"), MCL 397.195, requires that the district-wide millage be approved by a majority of the Yankee Springs Township electors residing in the territory to be added as a condition to being accepted as a participating municipality;

WHEREAS, at an election held on August 2, 2022, the voters in Yankee Springs Township will vote on the issue of whether to levy the existing District Library millage that was approved by voters in the Library District in 1999; and

WHEREAS, as required by the DLEA, the District Library and the participating municipalities, Wayland Township and the City of Wayland, must approve any amendment to the District Library Agreement.

THEREFORE, BE IT AGREED BY THE PARTIES AS FOLLOWS:

- 
1. **Addition of Yankee Springs Township as a Participating Municipality (Amended Section 1.B).** Subject to the conditions provided in Section 6 below, Section 1.B of the District Library Agreement ("Agreement") is hereby amended to add the Township of Yankee Springs as a Participating Municipality to the District Library as follows:

B. Participating Municipalities. The Participating Municipalities in this Agreement are the CITY OF WAYLAND, WAYLAND TOWNSHIP, and YANKEE SPRINGS TOWNSHIP.

Any reference to Party, Parties or Participating Municipalities in the Amended Agreement shall include Yankee Springs Township.

2. **Expansion of Territory of the District Library District (Amended Section**

**1.D).** Subject to the conditions provided in Section 6 below, the Agreement is hereby further amended to revise Section I.D of the Agreement to add all territory in Yankee Springs Township located within the Wayland Union School District as follows:

D. District Description. The district of the Henika District Library shall consist of all that territory which is currently located (1) in the jurisdictional limits of the City of Wayland (2) all that territory currently located in the jurisdictional limits of Wayland Township, except the portions of Wayland Township located within the Thornapple-Kellogg School District, and (3) all that territory currently located in the jurisdictional limits of Yankee Springs Township that is located within the Wayland Union School District.

3. **Revised Composition of the District Library Board (Amended Section II.A of**

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**the Agreement).** Subject to the conditions provided in Section 6 below, Section II.A of the Agreement is hereby further amended to replace the current language regarding Board composition with the following language:

A. The District Library shall be governed by a board ("the Board" or "Library Board") which shall consist of eight (8) appointed members as described more fully below.

a. **City of Wayland.** The City of Wayland shall appoint three (3) members of the Board. The Board members appointed by the City currently in office on the effective date of this Amendment shall continue in office until their terms expire. Upon the effective date of the Amendment, the Library Board position that is appointed by the City with a term expiring on June 30, 20\_\_ shall terminate.

b. **Wayland Township.** Wayland Township shall appoint three (3) members of the Board. The Board members appointed by the Township currently in office at the time of this Amendment shall continue in office until their terms expire. Upon the effective date of the Amendment, the Library Board position that is appointed by Wayland Township with a term expiring on June 30, 20\_\_.

c. **Yankee Springs Township.** Yankee Springs Township shall appoint two (2) members of the Board. After the effective date of this Amendment, the Township Board of Yankee Springs shall appoint one (1) member of the Library Board for a term beginning upon appointment ending on June 30, 2024 and one (1) member of the Library Board for a term beginning upon appointment and ending on June 30, 2026

As the above-described terms of office expire, and with each expiration of office thereafter, the respective Party who made the appointment of the Library Board member whose term has expired shall make an appointment to replace the board members whose terms expired to serve a four (4) year term of office. Each Board Member shall be a resident of the Party that makes the appointment and a resident of the District Library District. Nothing herein shall prohibit a Party from reappointing a member whose term has expired to a successive term of office.

In accordance with Section 8(2) of the Act, MCL 397.178, the Governor of the State of Michigan shall have the power to remove a member of the Board for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963.

Vacancies shall arise in the event of the removal by the Governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District or of the Party that appointed the Board member or otherwise as provided by law. In the event of a vacancy, the Party that appointed the member whose position has become vacant shall appoint a replacement within 2 months of the vacancy.

4. **Revised Funding Obligations to State the Participating Municipalities Shall Have No Obligation to provide a Percentage of Funds to the District Library (Amended Section III.C of the Agreement).**

Subject to the conditions provided in Section 6 below, Section III.C of the Agreement is hereby further amended to replace the current language regarding financial support with the following language:

C. Financial Support; Participating Municipalities. The fiscal year of the Henika District Library shall be January 1 through December 31, unless changed by the District Library Board.

The City of Wayland, Wayland Township, and Yankee Springs Township shall have no obligation to provide financial support to the Henika District Library because the District Library has met its obligation under the Original Agreement to levy and collect a district library millage. Because a district library millage of not less than one (1) mill was approved by September 30, 2001, the Henika District Library was not terminated as provided in III.A. of this Agreement.

The District Library shall be supported by millage proceeds, penal fines, and State aid payments pursuant to State law and any other lawful sources of funding obtained by the District Library. Nothing in this Agreement shall be construed to prevent either the City of Wayland, Wayland Township, or Yankee Springs Township from agreeing to provide additional funds for additional library services, if requested by the District Library.

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5. **Revised Amendment Provision (Amended Section V.C of the Agreement).**

Subject to the conditions provided in Section 6 below, Section V.C of the Agreement is hereby further amended to replace the current language regarding amendments with the following language:

C. **Amendment.** This Agreement may be amended in writing upon the consent of the legislative bodies of not less than two-thirds (2/3) of the Participating Municipalities, pursuant to Section 4(1)(e) of the Act, MCL 397.174(1)(e), consent of a majority of the District Library Board appointed and serving, and upon approval of the State Librarian as provided in Section 5 of the Act, MCL 397.175

6. **Effective Date of the Amendment (Conditions Precedent to the Effective Date of this Amendment).** This Amendment shall become effective on January 1, 2023

only if the electors of Yankee Springs Township approve a district library ballot question to levy a millage of 1.5 mills, substantially as provided in Exhibit A attached hereto

7. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Michigan.

8. **Severability.** If any clause, provision, or section of this Amendment shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions, or sections.

9. **Execution in Counterparts.** This Amendment may be executed in two or more counterparts, each of which shall be deemed and all of which shall constitute one and the same agreement, and the signature of any Party to any counterpart shall be deemed a signature to and may be appended to any other counterpart.

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10. **Remaining Effectiveness of Amended Agreement; Conflict of Provisions.**

Unless specifically amended by this Amendment, all other provisions of the District Library Agreement shall remain in full force and effect, as if Yankee Springs Township had been an original Party to the District Library Agreement.

In the event a conflict occurs, this Amendment shall govern.

YANKEE SPRINGS TOWNSHIP

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Its: \_\_\_\_\_

WAYLAND TOWNSHIP

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Its: \_\_\_\_\_

CITY OF WAYLAND

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Its: \_\_\_\_\_

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HENIKA DISTRICT LIBRARY

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Its: \_\_\_\_\_

Henika District Library  
Planning Committee Meeting  
February 16th, 2022 at 10 am

**I. Call to Order** - Meeting called to order at 10:00am by Cierra Bakovka.

Members Present: Sara Davidson-LeFevre, Danielle Simmons, Tami Fryling

Members Absent:

Staff Present: Cierra Bakovka

Guests: Carol Dawe, Meghan Augustin

**II. Approval of Agenda**

**III. Intro to Strategic Planning with Carol Dawe**

Carol discussed the role and objectives of the planning committee as a collective voice to the rest of the library board. She also assisted the committee with discussion of what the strategic planning process looks like, and how to set 2-3 measurable goals over the course of a two year time period.

**IV. New Business**

A. Written Description of Committee

---

**"To develop and maintain a strategic plan that establishes, embodies and enhances the diverse materials, services, and experiences of Henika District Library."**

B. Parts of a Strategic Plan

- **Mission statement**
- **Vision statement**
- **Goals & objectives**
  - **Goal 1...etc.**
    - **Objective**
      - **Action steps**

C. Establish Strategic Plan Goals

**The committee reviewed and discussed the current mission and vision of the library and plans to present them as they are to the entire board for approval at the next meeting on March 8th, 2022. Cierra presented the committee with quantitative library data to use in our planning.**

**Mission: To encourage community and personal growth through diverse materials, services, and experiences.**

**Vision: A place to grow.**

D. Annual Calendar of Decisions and Meetings

**The planning committee will present plans for the strategic planning process and the community needs assessment survey for approval to the board at the next**



meeting on 3/8/22. As needed, a followup planning committee meeting may be held on 3/16/22 to revisit the survey plans.

**V. Around the Table**

None

**VI. Adjournment**

Meeting adjourned at 11:31am.

---



# Strategic Planning Survey

Please take a moment to answer this anonymous survey about Henika District Library. All questions are optional. Please return the survey to the library when finished.

## Section 1: Please check one for each of the following:

1. Do you have a library card?
  - Yes
  - No
  
2. On average, how often do you visit the library?
  - Daily
  - Weekly
  - Monthly
  - Less than once a month
  - Never

3. How would you rate each of the following library services currently?

Service	Excellent	Good	Fair	Poor
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection (books, DVDs, games, music, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Services (website, catalog, social media)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet, Computers, and Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building & Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours of Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility (elevator, general wheelchair access)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, how would you rate the library's services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How important would the expansion or addition of the following services be to you?

Service	Very Important	A Little Important	Not very Important	Not Important At all
Borrowing materials (books, DVDs, games, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Strategic Planning Survey

Staff Assistance (computer assistance, research, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Programs (crafts, lecture, activity, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult Programs (crafts, lecture, activity, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study rooms / Reading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program / Community Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Services (MeL Databases, ABC Mouse, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer, Fax, Scanner, Copier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. How do you typically find out about library programs? Check all that apply

- Library Website
- Social Media
- Library Newsletter
- Signs or flyers in the library
- Word of mouth
- Library Staff

**Section 2: We value your opinions. Please answer the following questions:**

6. What do you value most about the library?

7. How could the library or its services be improved?

# Strategic Planning Survey

8. Please rank the library's benefit to you or the community 1-10.

1      2      3      4      5      6      7      8      9      10  
Not Beneficial      Very Beneficial

**Section 3: Please tell us about yourself so that we may better serve you. Please check one answer for each of the following.**

9. How old are you

- 12 or under
- 13 - 18
- 19 - 24
- 25 - 64
- 65 or older

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10. What is your preferred language?

- English
- Spanish
- German
- Yiddish
- Tagalog
- French
- Other (please specify):

**Thank you for your time!**

If you have any questions about this survey or the library, please contact us at [waycb@llcoop.org](mailto:waycb@llcoop.org).

**Saranac Clarksville District Library  
Board of Trustees**

**BY-LAWS**

**ARTICLE I**

**ESTABLISHMENT AND PURPOSE**

Section 1. Name. This organization shall be called the Saranac Clarksville District Library and was established pursuant to the District Library Establishment Act, 1989, PA 24, MCL 397.171, *et seq.*, (the "Act").

Section 2. Annual Review. These Bylaws are rules governing the internal affairs of the Library. The bylaws should be reviewed annually.

**ARTICLE II**

**MEMBERSHIP**

Section 1. Board. In accordance with Public Act 24 of 1989 ("PA 24") and the Agreement for Library Services dated December 10, 2019 ("Agreement") the Board of the Saranac Clarksville District Library ("Board") shall consist of seven (7) members to be appointed for four (4) year terms. An individual appointed as a library board member shall be a qualified elector of the participating municipality that appoints such member on the date of the appointment is made. A candidate for appointment to the library board shall also be a resident of the district library district. The Village of Saranac shall appoint one member to the library board. The Village of Clarksville shall appoint one member to the library board. Boston Township shall appoint one member to the library board. Berlin Township shall appoint one member to the library board. Campbell Township shall appoint one board member to the library board. Saranac Community School District shall appoint one member of the library board. The appointment of one library board member (hereinafter rotating board member) shall be rotated between Berlin Township, Boston Township, Campbell Township, Saranac Community School District, the Village of Clarksville and the Village of Saranac as provided herein Boston Township shall initially appoint the rotating board member for a term expiring on September 30, 2022. Thereafter, the rotating board member shall be appointed for a four year term expiring on September 30 every four years and each appointment shall be made successively by Campbell Township term ending September 30, 2026; Village of Clarksville term ending on September 30, 2034; Saranac Community School District term ending September 30, 2030, Village of Saranac term ending on September 30, 2038 and Berlin Township term ending September 30, 2042 in the same order as stated above.

Subsequent Terms: As the terms of office identified expire, and with each expiration of office thereafter, the respective party that made the appointment of the library board member whose term has expired shall make an appointment to replace the board members whose terms expired to serve a four (4) year term of office beginning on October 1. Nothing therein shall prohibit a participating municipality from reappointing a member whose term has expired to a successive term of office.

Section 2. Removal. In accordance with Section 8 (2) of the Act, MCL 397.178(2), the Governor of the State of Michigan shall have the power to remove a Library Board Member for cause, pursuant to the provision of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. Vacancies. The office of a library board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor pursuant to Section 10 of Article V of the State Constitution of 1963, or ceases to be a resident of the district. In addition, the office of a library board member becomes vacant when the incumbent ceases to be a resident of the participating municipality that appointed the incumbent. In the event of a vacancy, the participating municipality shall appoint a replacement therefore within two (2) months of the vacancy who shall serve until the end of the term of the library board member being replaced.

Section 4. Individual Authority. Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Section 5. Attendance. Attendance at Library Board meetings is critical to fulfilling this responsibility. A trustee who cannot attend a meeting bears the responsibility of notifying the President and Director concerning this absence.

### ARTICLE III

#### POWERS OF THE BOARD

~~Section 1. Authority. The Library Board shall have all the powers enumerated in Section 12 of the Act, MCL 397.182, all the powers enumerated in the District Library Financing Act, MCL 397.281, et seq, and any other powers granted by law, including but not limited to the following:~~

1. Establish, maintain, and operate a public library for the district
2. Appoint and remove officers from among the Library Board Members
3. Appoint and remove a librarian and necessary assistances and fix their compensation
4. Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including but not limited to, land contracts and installment purchase contracts.
5. Erect Buildings
6. Supervise and control District Library property
7. Enter into a contract to receive library related services from or give library related services to a library or a municipality within or without the district.
8. Adopt bylawas and regulations, not inconsistent with this Act, governing the Library Board and the District Library
9. Propose and levy upon approval of the electors as provided in this Act a tax for support of the District Library.
10. Borrow money pursuant to the District Library Financing Act, 1988 PA 265, MCL 397.281 to 397.290.
11. Issue bonds pursuant to the District Library Financing Act, 1988, PA 265, MCL 397.281 to 397.290
12. Accept gifts and grants for the District Library

13. Do any other things necessary for conducting the District Library Service, the cost of which shall be charged against the District Library Fund.
14. Any other powers or authority authorized by law.

Section 2. Budget. The Library Board shall annually determine and approve the District Library's Budget

Section 3. Compensation. The District Library may reimburse Library Board Members for necessary expenses that Library Board Members incur in the performance of their duties and may compensate Library Board Members pursuant to Section 12(2) of the Act, MCL 397.182

## ARTICLE IV

### OFFICERS

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Term. The officers shall be elected for a term of three years at the annual meeting of the Board each October.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy for the unexpired term, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. Term Limits. No officer shall serve more than 2 consecutive 3-year terms in the same office unless the Board agrees by unanimous vote to an additional term.

## ARTICLE V

### DUTIES OF THE OFFICERS

Section 1. President. The President shall assist with the preparation of the agenda, preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. . In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue

notices of all regular meetings, and on the authorization of the President or written request of two Trustees, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of the responsibilities to the Library Director.

Section 4. Treasurer. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer shall also be the Chairperson of the Finance Committee.

## ARTICLE VI

### MEETINGS

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Board at its annual meeting (first meeting of the fiscal year). Within ten (10) days following the annual meeting, the Library shall post in a public place a notice setting forth dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. If there are any changes in this schedule, as required, the Library shall post a public notice stating the new times, dates and places of its regular meetings. This notice shall be posted within three (3) days after the meeting at which the change is made and shall be posted in the ~~monthly announcement of the regular meeting.~~

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Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the regular meeting in the month of October and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two Trustees. Notice must be provided (as required by the Open Meetings Act), at least eighteen (18) hours before the special meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before a regular meeting.

Section 5. Quorum. A quorum for the transaction of business shall consist of the majority of Board Members appointed and serving.

Section 6. Board Action. Any Board action to be official must be approved at an official Board meeting by a majority of the quorum, unless otherwise required by law.

Section 7. Approval Procedure. The procedure for action at the meeting shall be as follows:



- a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
- b. After an action is moved and supported, it shall be open for discussion by members of the Board.
- c. Members shall seek recognition by the President before speaking.
- d. Any motion or resolution under discussion may be amended prior to adoption by the following action:
  - (1) The proposed amendment is moved and supported.
  - (2) The proposed amendment is open for discussion.
  - (3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.
  - (4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
- e. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- f. Unless otherwise requested by a member of the Board or required by law, all actions shall be taken by voice vote signifying "Aye" or "Nay".

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Section 8. Public Comment. During any public comment period at an open meeting, each speaker shall limit his or her comments to three (3) minutes in duration.

## ARTICLE VII

### LIBRARY DIRECTOR

Section 1. Director. The Library Director shall be considered the executive officer of the Library.

Section 2. Duties of Director. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the annual preparation and submission of the proposed budget to the Board; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; for the submission to the Board the audited financial statements at the first meeting after such report is received and for any other duty delegated by the Library Board.

Section 3. Attendance at Meetings. The Library Director or the Library Director's representative shall attend all meetings of the Board, unless otherwise directed by the Library Board President.

## ARTICLE VIII

### COMMITTEES

Section 1. Committee Appointments. All committees of the Library shall be appointed by the Library Board President with the approval of the Library Board. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Purposes. The Library may have ad hoc committees. The ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.

## ARTICLE VIII

### AMENDMENTS

Section 1. These by-laws may be amended at any regular or special meeting of the Board by a majority vote of all members appointed and serving, provided the amendment was presented in writing at the previous regular meeting.

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# Henika District Library Board of Trustees

## BY-LAWS

### ARTICLE I: ESTABLISHMENT AND PURPOSE

**Section 1. Name.** This organization shall be called the Henika District Library and was established pursuant to the District Library Establishment Act, 1989, PA 24, MCL 397.171, *et seq.* (the "Act").

**Section 2. Annual Review.** These Bylaws are rules governing the internal affairs of the Library. The bylaws should be reviewed annually.

### ARTICLE II: MEMBERSHIP

**Section 1. Board.** In accordance with Public Act 24 of 1989 ("PA 24") and the Agreement for Library Services dated April 28th, 1998 ("Agreement") the Board of the Henika District Library ("Board") shall consist of seven (8) members to be appointed for four (4) year terms. An individual appointed as a library board member shall be a qualified elector of the participating municipality that appoints such member on the date of the appointment is made. A candidate for appointment to the library board shall also be a resident of the district library district. The City of Wayland shall appoint four members to the library board. The Township of Wayland shall appoint four members to the library board.

**Subsequent Terms:** As the terms of office identified expire, and with each expiration of office thereafter, the respective party that made the appointment of the library board member whose term has expired shall make an appointment to replace the board members whose terms expired to serve a four (4) year term of office beginning on July 1. Nothing therein shall prohibit a participating municipality from reappointing a member whose term has expired to a successive term of office.



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**Section 2. Removal.** In accordance with Section 8 (2) of the Act, MCL 397.178(2), the Governor of the State of Michigan shall have the power to remove a Library Board Member for cause, pursuant to the provision of Section 10 of Article V of the State Constitution of 1963, as amended.

**Section 3. Vacancies.** The office of a library board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor pursuant to Section 10 of Article V of the State Constitution of 1963, or ceases to be a resident of the district. In addition, the office of a library board member becomes vacant when the incumbent ceases to be a resident of the participating municipality that appointed the incumbent. In the event of a vacancy, the participating municipality shall appoint a replacement therefore within two (2) months of the vacancy who shall serve until the end of the term of the library board member being replaced.

**Section 4. Individual Authority.** Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

**Section 5. Attendance.** Attendance at Library Board meetings is critical to fulfilling this responsibility. A trustee who cannot attend a meeting bears the responsibility of notifying the President and Director concerning this absence.

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### ARTICLE III: POWERS OF THE BOARD

**Section 1. Authority.** The Library Board shall have all the powers enumerated in Section 12 of the Act, MCL 397.182, all the powers enumerated in the District Library Financing Act, MCL 397.281, et seq, and any other powers granted by law, including but not limited to the following:

1. Establish, maintain, and operate a public library for the district
2. Appoint and remove officers from among the Library Board Members
3. Appoint and remove a librarian and necessary assistances and fix their compensation



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4. Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including but not limited to, land contracts and installment purchase contracts.

5. Erect Buildings

6. Supervise and control District Library property

7. Enter into a contract to receive library related services from or give library related services to a library or a municipality within or without the district.

8. Adopt bylaws and regulations, not inconsistent with this Act, governing the Library Board and the District Library

9. Propose and levy upon approval of the electors as provided in this Act a tax for support of the District Library.

10. Borrow money pursuant to the District Library Financing Act, 1988 PA 265, MCL 397.281 to 397.290.

11. Issue bonds pursuant to the District Library Financing Act, 1988, PA 265, MCL 397.281 to 397.290

12. Accept gifts and grants for the District Library

13. Do any other things necessary for conducting the District Library Service, the cost of which shall be charged against the District Library Fund.

14. Any other powers or authority authorized by law.

**Section 2. Budget.** The Library Board shall annually determine and approve the District Library's Budget

**Section 3. Compensation.** The District Library may reimburse Library Board Members for necessary expenses that Library Board Members incur in the performance of their duties and may compensate Library Board Members pursuant to Section 12(2) of the Act, MCL 397.182



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## ARTICLE IV: OFFICERS

**Section 1. Officers.** Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

**Section 2. Term.** The officers shall be elected for a term of three years at the annual meeting of the Board each January.

**Section 3. Vacancies.** Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy for the unexpired term, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

**Section 4. Term Limits.** No officer shall serve more than 2 consecutive 3-year terms in the same office unless the Board agrees by unanimous vote to an additional term.

## ARTICLE V: DUTIES OF THE OFFICERS

**Section 1. President.** The President shall assist with the preparation of the agenda, preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

**Section 2. Vice-President.** In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

**Section 3. Secretary.** The Secretary of the Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President or written request of two Trustees, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of the responsibilities to the Library Director.



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**Section 4. Treasurer.** The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer shall also be the Chairperson of the Finance Committee.

**ARTICLE VI:  
MEETINGS**

**Section 1. Regular Meetings.** The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Board at its annual meeting (first meeting of the fiscal year). Within ten (10) days following the annual meeting, the Library shall post in a public place a notice setting forth dates, times, and places of all regular meetings scheduled for the ensuing fiscal year. If there are any changes in this schedule, ~~as required, the Library shall post a public notice stating the new times, dates and places of its regular meetings.~~ This notice shall be posted within three (3) days after the meeting at which the change is made and shall be posted in the monthly announcement of the regular meeting.

**Section 2. Annual Meeting.** The Annual Meeting of the Library Board shall be the regular meeting in the month of January and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

**Section 3. Special Meetings.** Special meetings may be called by the President or upon written request of two Trustees. Notice must be provided (as required by the Open Meetings Act), at least eighteen (18) hours before the special meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

**Section 4. Agenda.** The agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before a regular meeting.



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**Section 5. Quorum.** A quorum for the transaction of business shall consist of the majority of Board Members appointed and serving.

**Section 6. Board Action.** Any Board action to be official must be approved at an official Board meeting by a majority of the quorum, unless otherwise required by law.

**Section 7. Approval Procedure.** The procedure for action at the meeting shall be as follows:

a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.

b. After an action is moved and supported, it shall be open for discussion by members of the Board.

c. Members shall seek recognition by the President before speaking.

d. Any motion or resolution under discussion may be amended prior to adoption by the following action:

(1) The proposed amendment is moved and supported.

(2) The proposed amendment is open for discussion.

(3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.

(4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.

e. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.

f. Unless otherwise requested by a member of the Board or required by law, all actions shall be taken by voice vote signifying "Aye" or "Nay".

**Section 8. Public Comment.** During any public comment period at an open meeting, each speaker shall limit his or her comments to three (3) minutes in duration.





## ARTICLE VII: LIBRARY DIRECTOR

**Section 1. Director.** The Library Director shall be considered the executive officer of the Library.

**Section 2. Duties of Director.** The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the annual preparation and submission of the proposed budget to the Board; for the operation of the Library under

the financial conditions set forth in the budget approved by the Board; for the submission to the Board the audited financial statements at the first meeting after such report is received and for any other duty delegated by the Library Board.

**Section 3. Attendance at Meetings.** The Library Director or the Library Director's representative shall attend all meetings of the Board, unless otherwise directed by the Library Board President.

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## ARTICLE VIII: COMMITTEES

**Section 1. Committee Appointments.** All committees of the Library shall be appointed by the Library Board President with the approval of the Library Board. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

**Section 2. Purposes.** The Library may have ad hoc committees. The ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.



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**ARTICLE VIII:  
AMENDMENTS**

**Section 1.** These by-laws may be amended at any regular or special meeting of the Board by a majority vote of all members appointed and serving, provided the amendment was presented in writing at the previous regular meeting.